

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

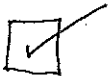
Agency Lassen-Plumas-Sierra Community Action Agency
Address PO Box 319
City Quincy, CA 95971

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person David Keller
Title Executive Director
Phone 530-283-2466
Fax 530-283-2478
E-mail Address dvk@plumascdc.org

Section II - Certification

- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.



The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

Board Chair

Executive Director

Date

Date

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Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 139610047

Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number 4NFJ7

Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

The plan was presented at a publicly noticed meeting of the CAA governing Board (a public entity subject to the Brown Act).

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

PROJECT #1: Small businesses are known to be a strong economic asset to any rural community, regardless of its overall economic capacity. Every successful local economy relies upon the strength and diversity of its small, local businesses to define its overall economic productivity. Most businesses in Lassen County are identifiable as "Nano-Businesses" which often do not advertise, are located in an entrepreneur's home, and do not employ anyone outside of the entrepreneur's immediate family. Some entrepreneurs of such Nano-Businesses envision a larger, more robust enterprise. To grow from the Nano- phase to the Micro-business stage the entrepreneur needs to develop a business plan. In some cases, the entrepreneur has the personal capacity to "grow" the business by adherence to the plan or the entrepreneur could also find themselves consumed with the daily operations of the business and unable develop a business plan for its growth. If such entrepreneurs had the time and the intellectual tools to create an overall business plan for their Nano-Business this could essentially ensure their business' chance for success. In turn, many Nano-Businesses could grow to meet their potential.

PROJECT #2: The Portola Family Resource Center and the Indian Valley Family Resource center will increase their Family Advocate Positions by 0.25 FTE's each. This will allow the centers to be open an extra 10 hours per week to better serve the increasing needs in their communities. Individuals and families served generally fall within the Federal Poverty guidelines. Besides offering homeless prevention activities, such as food, rent and utility assistance, these centers serve as links to community partners, such as Social Services and the Alliance for Workforce Development, the local WIB Agency. Publicly available computers and fax machines facilitate communications. Case management services keep individuals and families motivated in the job search process. Unemployment has risen dramatically in these communities, so these services are needed more than ever.

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

PROJECT #1: The Lassen County Nano-Business Growth and Development Program will provide opportunities for successful Nano-Business owners to gain experience and training in business development by providing two levels of service. First, each qualifying Nano-Business owner will be eligible for a 12-month subsidized employee (100% poverty) from the Lassen, Plumas, Sierra Community Action Agency. Second, each business owner will be required to participate in a general and/or individualized business development training program. This opportunity will be delivered through existing business development organizations. The geographical area to be served will be the jurisdiction of Lassen County.

PROJECT #2: Services are delivered by Family Advocates. These positions have great knowledge of available community resources, and partner with these agencies in delivering needed services. As individuals are case-managed, obstacles are overcome. Both Portola and the Indian Valley are in mountainous regions, separated from the county seat of Quincy where most services are available. Transportation is often difficult. These Family Resource Centers act as satellites for service delivery.

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C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

PROJECT #1: By creating a situation where an entrepreneur can access appropriate business development education and with the assistance of an employee to carry out the duties formerly covered by the business owner it is expected that the businesses participating in the Nano-Business Growth and Development Program will be well positioned for further growth.

PROJECT #2: Most services address the short-term needs of individuals and families seeking help, providing a cushion from economic free-fall. This short-term stability increases the chances for our families to achieve long-term stability more rapidly by removing a number of obstacles that could hinder this process.

D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

PROJECT #1: Many of the Nano-Businesses located in Lassen County, for one reason or another are not capable of growing out of the Nano phase. However, some proprietors of such businesses envision a larger, more robust enterprise, and hence creating a gap in services. In some cases, the business owner has the personal capacity to "grow" the business by adherence to those principles - and the business naturally grows. On the other hand, in many cases, the entrepreneur finds himself so consumed with the daily operation of the business that the energy and focus necessary to develop a vision for the business and a path for its growth is not available. These people are too busy working in their business and have no time, and perhaps lack the training, to work on their business. If such entrepreneurs had the time and the intellectual tools to create an overall vision for their company, develop their business model and create an implementation strategy to ensure their business' greatest chance for success, many Nano-businesses could grow to meet their potential. This Program will provide opportunities for successful Nano-Business owners to eliminate identified gaps in service.

PROJECT #2: Linkages are already in place, as described in B above.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

PROJECT #1: The Alliance for Workforce Development (AFWD) is currently running a summer job program and internship program. These two programs offer job training and short-term employment and are similar to the Lassen County Nano-Business Growth and Development Program; however, the Program will offer specialized services for the participating businesses. The AFWD would also provide the general and/or individualized business development training program.

PROJECT #2: Since these funds will be used to expand existing positions, and since these positions are known entities, duplication of services and supplantation will not be an issue.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

The increased time allotted to Family Advocates will enhance their ability to attend meetings of community partnerships, rather than simply reading minutes from these meetings. They will become, therefore, active participants in the development of community initiatives that address these issues. In addition, funds will be used to support the chronically under funded senior nutrition program and a child-care program that provides that allows new and continued employment for parents in need of child-care.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

The community needs assessment is on file and is being updated as part of the Community Action Plan process. The needs assessment continues to show high unemployment, low incomes, a very unstable and narrow economic base, and the need for supportive services to assist with individual and family stability that then becomes a basis for progressing toward self sufficiency.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

Agency will be subcontracting with Portola and Indian Valley Resource Services for Case Management Services. An economic profile is developed for each individual/family seeking services. A needs assessment is drawn from this information, personal goals are set, and the Family Advocates assist clients in locating services and filling out the necessary paperwork. Follow-up with clients is an integral part of this system. When needed, Family Advocates will advocate for clients when initial claims are denied, often resulting in reconsideration and award of benefits. Family Advocates often contact local, State and Federal agencies directly on behalf of clients.

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J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

PROJECT #1: The County of Lassen's Economic Development and Housing (ED/H) Division would be the lead agency in advertising and marketing the Lassen County Nano-Business Growth and Development Program. The ED/H Division has marketed and advertised several programs which are currently offered. The AFWD, who would provide the business training, is designed to connect employment, education and training services into a readily available and user-friendly network of resources. The employer services include: human resource solutions for your business, customized employee recruitment, financial incentives for training, interviewing facilities, training rooms, computer labs with Internet access, and business oriented workshops.

PROJECT #2: Newspaper articles in the communities served always appear, though they are the least effective. Local partners are informed at collaborative meetings and through list-serve e-mail alerts. Potential clients are referred by partnering agencies; e.g., Department of Social Services, Mental Health, Alliance for Workforce Development, etc. Besides word of mouth, potential clients learn of our services through postings on local community bulletin boards outside of super markets, post offices and laundromats.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

Our Agency administers the LIHEAP and DOE energy assistance and weatherization programs and is about to begin implementing the Energy Partners Program. Consequently, we closely coordinate and cross-refer clients to all applicable programs within our Agency.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

As was stated our Agency administers all local energy programs. Our limited funding allocation will allow one additional in house employment opportunity and additional work for our local contractors.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title:

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

A.2) Project/Activity #2

Title

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

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A.3) Project/Activity #3

Title

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

A.4) Project/Activity #4

Title

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

A.5) Project/Activity #5

Title

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title

Lassen County Nano-Business Growth and Development Program

Subcontractor

The County of Lassen and Alliance for Workforce Development

Cost

\$20,000/job. Each employee will be paid \$10/hour and work no more than 2,000 hours/year. \$10,828 will be paid for the owner's entrepreneurial training.

Est. # of Jobs

☒ Created # 2

☐ Retained #

Description

The Nano-Business Growth and Development Program will provide opportunities for successful nano-business (zero employees) owners to gain experience and training in business development by providing two-levels of service. First, each business owner will be eligible for a 12-month subsidized employee (100% poverty) from the Lassen, Plumas, Sierra Community Action Agency. Second, each business owner will be required to participate in a general and/or individualized business development training program.

B.2) Subcontractor Project/Activity #2

Title

Family Advocate Position Expansion

Subcontractor

Plumas Crisis Intervention and Resource Center

Cost

\$35,289

Est. # of Jobs

☒ Created # 2

☐ Retained #

Description

Family Resource Centers throughout the region have experienced an increase in client volume due to the economic downturn. This money would allow two (2) Family Advocate positions to increase by 10 hours per week in order to serve the volume of clients currently applying for services.

B.3) Subcontractor Project/Activity #3

Title

Subcontractor

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

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B.4) Subcontractor Project/Activity #4

Title

Subcontractor

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

B.5) Subcontractor Project/Activity #5

Title

Subcontractor

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education; better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the Intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
1.1	Employment	Job Creation
1.1	Employments Supports	Child-care in order to gain or maintain employment.
1.3	Family Advocate Position Expansion	Family Advocate Case Management links families with needed resources to stabilize their financial positions. This often includes financial aid related to continuing higher education.
6.1	Independent Living	Senior Nutrition Program
6.2	Family Advocate Position Expansion	Emergency assistance includes food, rent and utility assistance, and transitional housing. These stabilizing factors contribute to job search and retention activities.
6.3	Family Advocate Position Expansion	Family Advocates work with Independent Living Program Coordinataor to improve social/emotional development in Foster Youth ages 16-18 and post-emancipated youth up to the age of 21 through case management and life skills education.

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D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

None

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.

☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

The measurable outcomes of administrative tasks, such as programmatic and fiscal reporting will be tracked by clearly tracking on timesheets the hours spent (and dollars expended) on those tasks and will be directly tied to the outcomes of both projects.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

None

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.

None

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

No identified barriers at this point.

CSBG Recovery Act Local Plan Checklist

The CSBG Recovery Act Local Plan must meet specific requirements as defined by law, and described in detail in this package. Once the CSBG Recovery Act Local Plan is completed, submit to CSD no later than **May 11, 2009 at 5:00 p.m.** (Refer to submittal requirements under the general overview)

The following is a check list of the components to be included in the CSBG Recovery Act Local Plan your agency submits to CSD:

- ☒ *Section I – Agency Information* ✓
- ☒ *Section II – Certification* ✓
- ☒ *Section III – Data Universal Numbering System (DUNS) Number* ✓
- ☒ *Section IV – Central Contractor Registration (CCR)* ✓
- ☒ *Section V – Verification of Public Inspection* ✓
- ☒ *Section VI – General Plan* ✓
- ☒ *Section VII – Energy Coordination* ✓
- ☒ *Section VIII – Workforce Development Projects and Activities* ✓
- ☒ *Section IX – Required Disclosures* ✓
- ☒ *Section X – Barriers* ✓